



## *Maine Department of Transportation* **Clerk IV**

### **Bulletin 09-58**

**CODE:** 0004

**RANGE:** 18

(\$30,409.60 - \$40,518.40 annually)

95% Value of State-paid Health & Dental Insurance: **\$369.91** bi-weekly.

Value of State's share of employee's retirement: **19.96** % of pay.

**SEARCH OPENED:** October 8, 2009

**CONTACT:** L.Rhonda Hutchinson-Peaslee

**CLOSING DATE:** October 23, 2009; 5:00 p.m.

**TELEPHONE:** (207) 592-6056

**POSITION TYPE:** Permanent full-time   **LOCATION:** Augusta   **POSITION #:** 0004

**BUREAU/DIVISION:** Bureau of Maintenance & Operations – Region 2

**JOB DESCRIPTION:** This is office and administrative support work of a supervisory nature in managing office support services for one or more operational units within a Regional office in Maintenance & Operations. Responsibilities include overseeing, monitoring, and coordinating functions relating to personnel, clerical services, and office operations and may include building maintenance and leased property. Work requires exercising independent judgment, initiative, and discretion to make determinations on varied matters and those specific to each hiring agency. Work is performed under limited supervision..

**MINIMUM QUALIFICATIONS:** Six (6) years of responsible clerical experience to include two (2) years performing supervision or performing highly independent clerical work.

**SELECTION PROCESS:** This position will be filled from an existing register thru the Bureau of Human Resources. This posting may not allow time for employees not already on the register to be tested, scored, and placed on the register. Employees on the register who are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from existing competitive registers at the State Bureau of Human Resources. Internal transfers who are interested in an interview may contact L.Rhonda Hutchinson-Peaslee at 207-592-6056 to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES